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COMMISSIONER

February 5, 2008

**ADMINISTRATIVE REGULATION
NUMBER 01**

OPR: RESEARCH AND PLANNING

INDEX OF ADMINISTRATIVE REGULATIONS

Administrative Regulations are available in Microsoft Word (.doc) and .pdf format.

The following OPR acronyms are used:

ACI	Alabama Corrections Industries
ACTG	Accounting Division
ADMIN	Administration
CHAP	Chaplain Services
SVCS	
CRD	Central Records Division
CLASS	Classification Division
FLEET	Fleet Services
SVCS	
FOOD	Food Services
SVCS	
IS	Information Systems Division
I&I	Information and Intelligence Division
LEGAL	Legal Division
MDS	Medical and Dental Services
MHS	Mental Health Services
OPR	Office of Primary Responsibility
OPS	Operations
PIO	Public Information Office
PRSNL	Personnel Division
R&P	Research and Planning Division
TREAT	Treatment Division
TRNG	Training Division
TRNSF	Transfer Division

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
01	Index to Administrative Regulations	February 5, 2008	R&P

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
GENERAL ADMINISTRATIVE AND MANAGEMENT: 001 – 099			
001	Administrative Regulation Procedures	September 23, 2003	R&P
002	Organization and Objectives	September 19, 2007	R&P
003	Administrative Regulation Exemptions	May 5, 2004	R&P
004	Departmental Legislative Committee	November 30, 2005	ADMIN
005	Public Information	October 29, 2004	PIO
006	Unusual Situations, Incidents, and Disturbances Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	April 16, 1999	OPS
008	DOC Monthly and Annual Statistical Report	March 29, 2005	R&P
009	Smoke / Tobacco Free Policy	December 17, 2004	PRSNL
010	Department of Corrections Disaster Assistance and “State of Emergency” Plan	January 19, 2000	OPS
012	Use of Two-way Radio Equipment, Cell Phones, and Pagers Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	February 23, 2005	COMM / ENGR
	Change 1	January 31, 2006	
014	Public Contracts and Leases	February 4, 2005	LEGAL
015	Victim/Offender Mediation Program	October 18, 2004	ADMIN
017	Land Management	February 27, 2004	ACI
018	Institutional Standard Operating Procedures	March 29, 2005	R&P
019	Inter and Intra Governmental Cooperation	October 29, 2004	PIO
020	Research and Planning	December 21, 2005	R&P
021 (.pdf)	Consultation with Colleges and Universities	July 3, 1985	R&P
	Change 1 (.pdf)	December 20, 1985	
022	Interstate Corrections Compact (ICC)	May 5, 2004	CRD
023	Requests and Release of ADOC Documents	January 30, 2006	PIO
024	Development of Manuals for Division Operations	May 2, 2005	ADMIN
025	Response to Outside Inquiries and Surveys	February 23, 2005	R&P

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
026	Availability of Legal Assistance	March 21, 2005	LEGAL
032	Issue and Control of Inmate Identification Cards	November 5, 2004	IS
FISCAL AND LOGISTICAL MANAGEMENT: 100 – 199			
101 (.pdf)	Internal Audits Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	July 26, 1993	ACTG
103	Property Control	June 29, 2004	ACTG
105	Use of State Motor Vehicles	June 16, 2004	FLEET
106	Board of Adjustment Claims for ADOC Employees	February 4, 2005	LEGAL
107	Travel Reimbursement	June 29, 2004	ACTG
	Change 1	September 24, 2004	
	Change 2	October 7, 2005	
	Change 3	December 21, 2005	
108	Occupancy of State-Owned Residential Family Dwellings, Staff Quarters, or Trailer Space Rentals on State Property	February 5, 2008	OPS
109 (.pdf)	Waste Reduction, Reuse, and Recycling Program (WRR&RP)	June 11, 1996	OPS
	Change 1 (.pdf)	October 23, 1996	
	Change 2 (.pdf)	July 30, 1998	
110	Institution Contingency Fund	November 29, 2000	ACTG
	Change 1	June 14, 2004	
112	Court Ordered Withholding from Inmate Funds Due Process Procedures	July 26, 2004	ACTG
PERSONNEL MANAGEMENT AND TRAINING: 200 – 299			
200	Military Service Benefits	June 17, 2005	PRSNL
201	Issue and Control of Employee Identification Cards	April 4, 2005	IS
202	Off-Duty Employment	April 11, 2005	PRSNL
203	Holiday Duty	June 27, 2005	PRSNL
204	New Employee Orientation	February 16, 2005	PRSNL

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
205	Seniority – Correctional Officers I Employees	November 19, 2004	PRSNL
206	Harassment and Discrimination Policy	January 27, 2004	PRSNL
208	Employee Standards of Conduct and Discipline	August 17, 2005	PRSNL
209 (.pdf)	Utilization, Evaluation and Career Development of Correctional Officer Classes	April 27, 1983	TRNG
210	Service Recognition Pins	January 14, 2005	PRSNL
211	Pre-Employment/Re-employment Drug Testing Applicants for Correctional Officer Jobs	October 4, 2004	PRSNL
212	Overtime Work	March 8, 2005	PRSNL
	Change 1	November 10, 2005	
213	Employee Grievance Procedures	July 19, 2007	PRSNL
214	Law Library Supervisors	June 29, 2004	OPS
215	Reemployment of Former Employees	February 16, 2005	PRSNL
216	Employment of Individuals with Felony Convictions Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---	June 1, 2005	PRSNL
217 (.pdf)	Dress code	October 28, 2005	TRNG
218	Annual Awards Program	February 9, 2005	ADMIN
219	Training	August 11, 2004	TRNG
	Change 1	September 8, 2004	
	Change 2	April 27, 2005	
220	Departmental Leave Policy	July 26, 2000	PRSNL
	Change 1	September 25, 2001	
222	Individuals with Disabilities	November 26, 2003	PRSNL
223 (.pdf)	Badges	April 9, 1985	PRSNL
	Change 1 (.pdf)	January 15, 1987	
224	Personnel Records	February 16, 2005	PRSNL
226	Weapons Cards	April 4, 2005	TRNG
227	Controlled Substance Testing for Employees	May 7, 2007	TREAT
228	Employee Sexual Misconduct and Sexual Harassment	December 30, 2004	PRSNL

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
230	Nepotism Policy	December 1, 2003	PRSNL
231	Training For Supervisors	December 30, 2004	TRNG
232	Management/Work Site Meetings	December 22, 2004	OPS
233	Honor Guard Unit	September 20, 2005	OPS
SECURITY MANAGEMENT: 300 – 399			
300	Investigations and Intelligence Division	August 11, 2004	I&I
301	Perimeter Security <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	January 27, 2004	OPS
302	Incident Reporting <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	June 27, 2005	OPS
303	Visitation	March 23, 2006	OPS
	Change 1	September 17, 2007	
305 (.pdf)	Security at Trade Schools <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	June 3, 1983	OPS
306 (.pdf)	Disposal of Contraband <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	August 23, 1993	OPS
	Change 1 (.pdf)	October 13, 1994	
	Change 2 (.pdf)	February 5, 1997	
307 (.pdf)	Firearms and Security Equipment <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	May 25, 1995	OPS
	Change 1 (.pdf)	November 6, 1996	
	Change 2 (.pdf)	May 21, 1997	
	E-Change 1 (.pdf)	July 24, 1998	
	Change 3	January 3, 2003	
309	Correctional Emergency Response Team <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	November 5, 2003	OPS
310	Accidents Involving ADOC Vehicles	January 31, 2005	ACI

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
311 (.pdf)	Homicide, Suicide, Execution, Accidental and Natural Death Reporting: Investigations, Autopsies and Disposition of Dead Bodies Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	May 7, 1996	I&I
	Change 1 (.pdf)	September 5, 1996	
	Change 2 (.pdf)	February 4, 1997	
312	Chemical Agents Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	June 30, 2004	OPS
313 (.pdf)	Chaplain Services and Religious Activities	January 10, 1995	CHAP SVCS
	Change 1	April 17, 2001	
315 (.pdf)	Computer Usage and Security Guide	August 3, 1998	IS
316	Critical Incident Stress Management Team	January 3, 2003	ADMIN
317	Canine Units Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	May 2, 2005	OPS
318	Staff/Inmate Relationships	January 14, 2005	OPS
	Change 1	February 1, 2006	
	Change 2	September 28, 2006	
320	Inmate Work Squad Safety Near Roadways	November 20, 2003	OPS
321	Succession Rosters Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	October 18, 2004	OPS
322	Security Audits	February 5, 2008	OPS
323	Laundry Services	October 18, 2004	OPS
327	Use of Force Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	February 16, 2005	OPS
328	Control and Use of Flammable, Toxic, and Caustic Materials Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	January 20, 2005	OPS
329	Fire and Emergency Evacuation Plan	January 10, 2005	OPS

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
			OPS
331	Security Inspections <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	January 24, 2005	OPS
332	Security Threat Group Intelligence Program <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	October 23, 2006	I&I
	Change 1	January 3, 2007	
333	Religious Program Services	December 17, 2004	CHAP SVCS
	Change 1	October 21, 2005	
334	Tool Control <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	June 27, 2005	OPS
336	Searches	April 6, 2005	OPS
338	Inmate Property	November 22, 2005	OPS
	Change 1	December 28, 2005	
	Change 2	June 26, 2006	
340	Inmate Counts <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	October 3, 2005	OPS
	Change 1	October 19, 2005	
342	Control Center <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	December 1, 2005	OPS
345	Electronic Restraint Devices <i>Note: RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</i>	December 5, 2005	OPS

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
INMATE AND INSTITUTIONAL PROGRAMS: 400 – 499			
400	Classification of Inmates	November 10, 2004	CLASS
403	Disciplinary Hearing Procedures for Major Rule Violations	January 30, 2003	OPS
	Change 1	July 25, 2003	
405	Inmate Emergency Visit, Pass, and Leave Program	November 5, 2004	OPS
406 (.pdf)	Services – Inmate Personnel	May 28, 1999	OPS
407 (.pdf)	Marriage of Inmate Personnel	November 16, 1987	OPS
	Change 1 (.pdf)	April 9, 1997	
408	Emergency Notification Death or Critical Illness of Inmate Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	October 4, 2004	OPS
409 (.pdf)	Escape Reporting and Processing Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	April 21, 1983	CRD
	Change 1 (.pdf)	September 29, 1986	
	Change 2 (.pdf)	March 18, 1988	
	Change 3 (.pdf)	September 28, 1988	
410 (.pdf)	Work Release Organization and Function	September 2, 1997	OPS
	Change 1	June 9, 2003	
411 (.pdf)	Release of State Inmates from County Jails/ADOC Facilities	March 29, 1994	CRD
412	Institutional Law Libraries	February 7, 2005	LEGAL
413	Inmate Central Records File	December 3, 2003	CRD
414 (.pdf)	Behavior Citation Procedures for Informal Disciplinary Actions Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	October 3, 1996	OPS
	Change 1 (.pdf)	December 17, 1996	
	Change 2	July 25, 2003	

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
415 (.pdf)	Procedures to Facilitate “Loan” of Inmates to other States not a Party to Interstate Agreement on Detainers Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	March 14, 1985	CRD
416 (.pdf)	Administrative Processing of Transcripts for Individuals Serving Sentences Concurrent with Other States or Sentenced from Federal Court Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	March 22, 1985	CRD
<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
417 (.pdf)	Placement and/or Cancellation of Official Detainers (Holdovers) Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	March 27, 1985	CRD
	Change 1 (.pdf)	March 30, 1988	
419 (.pdf)	Legal Document Deliver, and Legal Document Serve and Return Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	April 19, 1985	CRD
420 (.pdf)	Incentive Good Time Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	April 13, 1986	CLASS
	Change 1 (.pdf)	April 15, 1987	
	Change 2 (.pdf)	May 22, 1990	
421 (.pdf)	Death Row Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	May 24, 1990	OPS
	Change 1 (.pdf)	June 10, 1991	
	Change 2 (.pdf)	September 13, 1996	
422	Inmate Court Appearance for Criminal Cases Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	July 30, 2004	TRNSF
424 (.pdf)	Interstate Agreement on Detainers	May 1, 1985	CRD
425	Restoration of “Good Time”	December 5, 2005	CRD
426 (.pdf)	Hand Delivered Court Orders for Inmate Appearances in Criminal Court Note: <u>RESTRICTED AR for ADOC Employees ONLY</u>.---NOT FOR DISSEMINATION.---	July 22, 1980	CRD

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
427 (.pdf)	Correctional Incentive Time Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	September 22, 1992	CRD
	Change 1 (.pdf)	December 20, 1996	
428	Notification to the Court – Split Sentence (Act 754)	March 16, 2006	CLASS & CRD
430	Inmate Movement and Count Reporting Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	September 9, 2004	
431	Inmate Telephone System	October 31, 2005	OPS
433	Administrative Segregation and Housing for Close or Maximum Custody Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	January 7, 2003	OPS
434	Disciplinary Segregation	December 22, 2004	OPS
435	Protective Custody	October 16, 2006	OPS
436	Institutional Segregation Review	March 13, 2006	CLASS
	Change 1	January 18, 2007	
437 (.pdf)	Time Computation and Procedures Note: <u>RESTRICTED AR for ADOC Employees ONLY.---NOT FOR DISSEMINATION.---</u>	April 17, 1995	CRD
	Change 1 (.pdf)	December 20, 1996	
439 (.pdf)	Inmates Working on Community Projects	July 10, 1996	OPS
440	Inmate Drug Screening	January 25, 2007	TREAT
441	Inmate Drivers	August 15, 2005	OPS
443	Maintenance Operations	March 8, 2005	OPS
444	Inmate Work Programs	May 2, 2005	OPS
445	Relationships with Community/Advisory Groups	August 17, 2005	OPS
	Change 1	October 28, 2005	
447	Recreation Programs	August 17, 2005	OPS
448	Inmate Mail	December 19, 2005	OPS
450	Inmate Legal Name Change	December 14, 2005	CRD
452	Supervised Re-Entry Program	August 3, 2007	

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
455	Sex Offender Release Notification	May 1, 2007	CRD
490	Community Corrections Program	September 11, 2007	COMM CORR
INMATE MENTAL HEALTH SERVICES: 600 – 699			
600	Mental Health Services	March 29, 2005	MHS
601	Mental Health Forms and Disposition	March 1, 2006	MHS
	Change 1	October 24, 2006	
601 (.pdf)	Inmate Co-Payment for Health Care	June 19, 1996	INST
602	Mental Health Definitions and Acronyms	January 3, 2007	MHS
602 (.pdf)	Drug and Alcohol Testing Policy for Commercial Drivers License (CDL) Drivers	August 18, 1997	TREAT
603	Autonomy in Mental Health Decisions	July 7, 2004	MHS
604	Confidentiality in Mental Health Services and Mental Health Documentation	May 11, 2005	MHS
605	Mental Health Staff Participation in Forensic Evaluations	May 11, 2005	MHS
606	Mental Health Quality Improvement Program	March 30, 2006	MHS
607	Mental Health Staff Orientation	May 14, 2004	MHS
608	Staff Training in Mental Health	June 21, 2005	MHS
609	Referral to Mental Health Services	May 14, 2004	MHS
610	Reception Mental Health Screening	May 14, 2004	MHS
611	Inmate Orientation to Mental Health Services	June 17, 2005	MHS
612	Reception Mental Health Evaluations	August 1, 2005	MHS
613	Mental Health Coding and Tracking of Inmates	March 30, 2006	MHS
614	Intra-System Mental Health Transfers	March 30, 2006	MHS
615	Psychiatric Evaluations	March 30, 2006	MHS
616	Psychotropic Medication	September 21, 2004	MHS
617	Psychotropic Medication Administration	June 24, 2005	MHS
618	Psychotropic Medication Monitoring	September 22, 2004	MHS
619	Psychotropic Medication and Heat	March 14, 2005	MHS
	Change 1	November 23, 2005	MHS

<u>AR #</u>	<u>AR TITLE</u>	<u>EFFECTIVE DATE</u>	<u>OPR</u>
620	Emergency Forced Psychotropic Medication	March 14, 2005	MHS
621	Administrative Review for Involuntary Psychotropic Medication(s)	September 20, 2004	MHS
	Change 1	March 14, 2005	MHS
622	Treatment Planning	August 26, 2004	MHS
623	Outpatient Mental Health Services	June 5, 2007	MHS
624	Mental Health Segregation Rounds	October 20, 2006	MHS
625	Mental Health Evaluation of Inmates on Segregation Status	September 20, 2004	MHS
626	Mental Health Consultation to the Disciplinary Process	October 20, 2006	MHS
627	Outpatient Crisis Intervention Services	September 29, 2004	MHS
628	Inmate Discharge Planning	October 20, 2006	MHS
629	Inmate Suicide Prevention Program	November 16, 2005	MHS
630	Mental Health Watch Procedures	August 1, 2005	MHS
631	Use of Physical Restraints for Mental Health Purposes	March 21, 2005	MHS
632	Intensive Psychiatric Stabilization Unit	June 17, 2005	MHS
634	Transfer to State Psychiatric Hospital	September 29, 2004	MHS
	Change 1	November 23, 2005	MHS
635	Mental Health Documentation Format and Charting Guidelines	March 21, 2005	MHS
636	Mental Health Services: Monthly Reporting	June 20, 2005	MHS
637	Gender Identity Disorder	November 16, 2005	MHS
638 (.pdf)	Mental Health Observation	June 17, 2005	TREAT
639	Alcohol Sobriety Field Test	November 3, 2005	TREAT

